

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5261      **TITLE:** TRANSPORTATION PLANNER IV      **GRADE:** S-29

**DEFINITION:**

Under general direction, has overall management of a unit or subsection within Fairfax County Department of Transportation, directing and managing the professional work of a staff of professionals AND/OR performs advanced, specialized, duties related to complex and high-profile projects, in transportation planning, technical analysis, marketing and research; AND/OR provides advanced specialized technical support to the supervisor and director on state and federal legislative issues and on regional transportation policies, issues, and projects; performs budgeting duties; develops funding strategies; and does related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Transportation Planner IV is distinguished from the Transportation Planner III in that the Transportation Planner IV manages a subsection or unit and/or performs advanced, specialized transportation planning duties related to complex and high-profile projects, whereas the Transportation Planner III works on complex and multi-faceted projects, serves as a subject matter expert or oversees a specialty area within the Department. The Transportation Planner V performs overall management of a major FCDOT program or acts as consultant/project manager for complex projects with County-wide impact.

**ILLUSTRATIVE DUTIES:**

*(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)*

*Depending on the program or functional area of assignment, performs the following tasks:*

Plans, manages and supervises the activities of a program, functional area, unit or subsection of a major unit such as Facilities, Operations and Maintenance, SAS, Modeling, et al.

Supervises transportation/transit professionals and technicians of the program or functional area that are engaged in the preparation, review, monitoring and implementation of transportation/transit plans, studies and programs;

Conducts or assists in conducting advanced transportation studies, technical analyses, traffic demand management and bus service planning;

Proactively identifies regional transportation issues which may impact program or functional area;

Manages OR assists in managing contractors impacting program or functional area;

Initiates action on opportunities for grants and other funding for transportation projects;

Maintains working knowledge of State and Federal legislative issues as they relate to area of responsibility and makes recommendations for process changes as needed;

Provides overall technical input and recommendations for regional agencies such as: VRE, WMATA, NVTC, COG, TPB and TCC;

Prepares, presents and discusses reports, recommendations and findings with citizens, other agencies and officials from County, state and national organizations;

Represents the unit or division at community, state and national events.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)*

*Depending on the functional area of assignment, must possess the following KSAs:*

Considerable knowledge of mission, goals, and objectives of the organizational unit, program, or activities to which incumbent is assigned;

Thorough knowledge of the principles and methods of transportation/transit regulation, planning, forecasting and analysis;

Thorough knowledge of transportation planning/analysis software, word processing, spreadsheet, and presentation software;

Knowledge of effective supervisory methods, practices and techniques;

Knowledge of operations, maintenance and scheduling;

Thorough knowledge of the specialty area of assignment, such as funding or outreach;

Thorough knowledge of local government areas of specialization, including transportation planning, management procedures, and principles of supervision;

Ability to apply interpersonal skills to resolve conflicts and to maintain effective communication with staff;

Ability to coordinate the preparation of comprehensive planning reports and other documents;

Ability to apply principles of leadership, creative problem solving, collaboration, decision making, and team building;

Thorough knowledge of local government areas of specialization, including transportation planning, management procedures, and principles of supervision;

Ability to apply interpersonal skills to resolve conflicts and to maintain effective communication with staff;

Ability to coordinate the preparation of comprehensive planning reports and other documents;

Ability to apply principles of leadership, creative problem solving, collaboration, decision making, and team building;

Ability to independently conduct the most complex transportation/transit studies and develop sound conclusions and recommendations;

Ability to write detailed, accurate reports, grants, or solicitations for pertinent areas of administration;

Ability to make oral presentations to department management, other departments, or the public;

Ability to evaluate proposals and solutions in terms of benefits, costs, and overall impact on the project, program, or organization;

Ability to establish and maintain effective working relationships with others, including citizen's groups, community, County, and state officials.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a bachelor's degree in civil engineering, urban, regional or transportation planning, or a closely related field,

PLUS five years of progressively responsible transportation planning related experience. The years of experience should include at least one year in the specific area of assignment (for e.g., SAS, Modeling, Facilities Maintenance, et al).

**CERTIFICATES AND LICENSES REQUIRED:**

None.

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**NECESSARY SPECIAL REQUIREMENTS:**

None.

ESTABLISHED: April 4, 2011